



COMMONWEALTH of VIRGINIA

Susan Cumbia Clare, M.Ed
Executive Director

OFFICE OF COMPREHENSIVE SERVICES
Administering the Comprehensive Services Act for At-Risk Youth and Families

ADMINISTRATIVE MEMO #13-05

TO: CPMT CHAIRS
FISCAL AGENTS
CSA COORDINATORS

FROM: SUSAN CUMBIA CLARE

DATE: JUNE 11, 2013

SUBJECT: WRAP-AROUND SERVICES FOR STUDENTS WITH DISABILITIES

The FY2014 budget for CSA appropriates \$2.2 million for services in the fund category "Wrap-Around Services for Students with Disabilities" (SPED Wrap-Around). This specific appropriation represents a continuation for the CSA "earmark" funding for a particular service category.

This limited appropriation places several restrictions on expenditures for this service category, i.e., expenditures may not exceed \$2.2 million statewide and funds cannot be used for other service categories. As with all CSA service funds, unspent funds may not be carried forward from one fiscal year to the next. The Office of Comprehensive Services (OCS) must allocate and manage these funds in such a manner to ensure compliance with these restrictions.

The allocation and management process for funds has been predicated on the following principles:

- 1) All communities should have an opportunity to utilize funds regardless of past usage,
- 2) All communities should have equitable access to funds,
- 3) 100% of the earmarked funds should be utilized,
- 4) The outcomes achieved for youth receiving such funds should be documented.

The process for allocation and management of FY2014 SPED Wrap-Around funds is described below:

- 1) Preliminary allocations have been calculated following the same methodology used to determine base service allocations. No community is allocated less than \$1000. (See "Preliminary Allocations: Wrap-Around Services for Students with Disabilities," attached).
- 2) Allocations will become available to local communities upon OCS receipt of written confirmation that the community intends to utilize funds. Allocations must be used solely for SPED Wrap-Around Services. (See "Intent to Utilize Funds for Wrap-Around Services for Students with Disabilities," attached)
- 3) Allocations to communities who do not submit confirmation they intend to utilize funds will be recouped and made available for reallocation to other communities on a first-come/first-served, application basis.
- 4) Expenditures for SPED Wrap-Around services will be analyzed following the close of the second quarter (December 2013). Unspent allocations will be reviewed for possible recoupment and reallocation.
- 5) Communities will identify projected outcomes and outcome measures when submitting their intent to use funds and will report outcome measures to OCS following the close of FY2014.

The use of mandated funds for "Wrap-Around Services for Students with Disabilities" allows communities to provide services to youth when their identified disabilities compromise functioning outside of the school environment. Such services may provide critical supports for youth who present significant challenges in the home or community. Communities are encouraged to consider their local policies regarding the provision of SPED Wrap-Around services and to identify strategies to maximize utilization of community-based supports for all youth.

Communities must submit their Intent to Utilize Funds form no later than the close of business on Wednesday, July 10, 2013.

Questions regarding the SPED Wrap-Around allocation process may be directed to Chuck Savage, OCS Business Manager, by phone at (804) 662-9818 or by e-mail at charles.savage@csa.virginia.gov.

Cc: William A. Hazel, Secretary of Health and Human Resources
SEC Members
SLAT Members